

**JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY, NOIDA**

**INSTRUCTIONS FOR CANDIDATES ATTENDING JEE (AIR) 2024 MERIT BASED COUNSELLING**  
**(ROUND-2)**

1. **The candidate must come for counseling in person.** No proxy permitted for any reason including medical inability.

2. **Reporting for Counselling Process:**

Venue - Lecture Theatre-1 (LT-1), JIIT, Sector-62, Noida.

Date - 31 July 2024

Time - 09.00 AM

3. **No. of Seats Available**

BRANCH	CAMPUS	VACANCIES
ECM	Sector-128	<b>07</b>
EC (ACT)	Sector-62	<b>07</b>
EE (VLSI)	Sector-62	<b>04</b>
ECE	Sector-62	<b>10</b>
INTGT-ECE	Sector-62	<b>12</b>
INTGT-BIOTECH	Sector-62	<b>05</b>

4. **Carry the Following :**

(a) **Documents:** Please carry following documents without which you shall not be allowed to attend the counseling:

- Counseling Invitation letter (internet downloaded copy/ e-mail copy).
- Govt. issued Photo Identity Document (Aadhaar, Passport, Voter, DL, etc).
- JEE (Main)-2024 Rank Card self attested (**mandatory** for participation in counselling)

(b) Demand draft for Rs. **100,000/-** (Rupees One Lakh Only) towards partial Institutional Fee and charges for first semester.

**Important Notes:**

(i) Note: Candidates offered admission to any branch / program will have to deposit the *balance of Tuition fee, Hostel Charges and other charges* by **03 August 2024 positively**. No extension of date will be permitted.

(ii) **Facility for payment through Debit Card / Credit Card / UPI :** Desirous candidates can deposit the amount through Debit Card / Credit Card / UPI and get the slip/receipt for the same amount. This process to be completed before their turn for counselling.

(iii) Payment by **Cheques/Cash is not acceptable** under any circumstances.

(iv) All the demand drafts at the time of counseling should be made in favour of **Jaypee Institutes Admission Account**, payable at **NOIDA/DELHI**

5. The candidate will be called **for counseling in order of JEE (AIR) 2024.**

6. **Exercising the Choices and allocation of Seats**

- The candidate will be allotted the Campus and the Branch on the basis of preferences indicated in the choice form strictly in order of merit drawn on JEE (AIR).

- Candidates can opt for all choices of branch (not mandatory) from total available branches as a selected or waitlisted candidate. This shall enable the candidate to have an option of up-gradation as per the Merit and Priority exercised.
  - Further, if the candidate does not get the branch **higher in priority in the choice proforma**, then he or she shall automatically be waitlisted for the same, provided the candidate admits himself / herself, OR registers as a pure waitlisted candidate.
7. **Freezing the choices** – A candidate can give an option in writing/ through Counselling portal for freezing the up-gradation process after taking admission, any time before the up-gradation is carried out. Any request by candidate after up-gradation is announced for retaining the original program previously allotted shall not be accepted.
  8. **Missing the call during counselling**– Candidates who do not present themselves for counseling when their name is called in the hall as per their rank schedule, will forfeit their chance and shall be given another opportunity again only at the end of the same day in order of merit, after all the candidates, scheduled for that day have been called for counseling. **The process is computer controlled and no exceptions can be made.** No reasons/justifications like being out for making a bank draft/away to wash room/not hearing the call or any other reason are acceptable as the names are called more than once and it is the responsibility of the candidate to ensure his/her presence. Such candidates shall have claim only for the Institute/program/branch available at that time. No claim for admission after the specified date of counseling shall be accepted.
  9. The up-gradation shall generally be carried periodically as per the availability of seats due to withdrawals.
  10. **Hostel**
    - Hostel seats are limited
    - Hostel charges to be paid only after allocation of hostel accommodation.
  11. **REFUND POLICY**
    - (a) If a student leaves the program, fee shall be refunded as per notification of UGC/AICTE/GoI. Further, it may be noted that the Hostel charges shall refunded on pro-rata basis (Calendar month based deductions – part month stay treated as full month) starting from the date of occupying the hostel seat.
    - (b) Refund to be applied only through counselling portal of candidates.
    - (c) The refund shall be made online only in the bank account as given by candidate in the in the counselling portal.
  12. **General**
    - (a) Please note that the Institute reserves the right to withhold the result or cancel the admission at any time during the candidate’s stay because of his/her submitting false information/ facts.
    - (b) The candidate’s registration to join will be taken as his/ her acceptance to abide by all the conditions stated above and also the rules, regulations or standing orders issued by the relevant university from time to time. Non-observance of any of these conditions or violation of any of the rules, regulations, orders etc. can lead to the student’s termination.
    - (c) No TA/ DA shall be provided to the candidates for attending the counseling session.
    - (d) During the study period, it is mandatory for students to abide by the Dress Code as prescribed by the University.
    - (e) For infrastructural facilities, lab, academic and placement details please visit *website of the Institute*.

**NOTE: Ragging is banned in any form in the campuses. Strict anti-raging measures have been instituted to ensure that the campuses are free from any such incidents. Any one found indulging in ragging is likely to be punished severely, which may include expulsion from the institute.**

### **STUDENT COUNSELING PROCESS**

1. All queries about the Academic Programs can be clarified from the faculty members present during the counselling.
2. The following steps will be followed during the counseling process:
  - (a) **Reporting Attendance.** Your attendance showing time of arrival shall be marked on the computer installed in LT-1. **It is compulsory to mark the attendance prior to entering the hall for counselling.**
  - (b) **Briefing:** All candidates shall be briefed by the authorities before commencement of seat allocation process.
  - (c) **Filling of Choice Form.**
    - (i) Choice form including instructions for filling-up the same will be issued to all the candidates on arrival in reception area.
    - (ii) The choice of programs should be made and filled as per the status of available seats.
    - (iii) **The choice form (Institute Copy) should be filled just before the candidate presents himself / herself before the Institute/Program / Branch Allocation Desk.**
  - (d) **Call for Program.** For Program / Branch allocation, the candidates will be called in order of JEE (AIR).

**Candidates who do not present themselves for counseling when their name is called in the hall as per their rank schedule, will forfeit their chance and will be given an opportunity again only at the end of the same day in order of merit, after all the candidates, scheduled for that day have been called for counseling.** The process is computer controlled and no excuses like being out for making a bank draft/away to wash room/not hearing the call or any other reason are acceptable as the names are called more than once and it is responsibility of the candidate to ensure his/her presence. Such candidates shall have claim only for the program available at that time. No claim for admission after the date of counseling shall be accepted.
  - (e) **Documents:** Please carry the counseling letter (Internet downloaded/emailed/e-copy) sent to you and the Demand Draft or payment slip in case of payment done in the campus.
  - (g) **Presenting the Choice Form** at the Program / Branch allocation Desk. (subject to policy enunciated in the Instructions).
  - (h) Collection of provisional admission letter from the Registrar.
  - (i) Banks which provide education loans shall be, available to facilitate prospective candidates. Candidates may interact directly with representatives of the Banks.
3. **Allocation of branch/program:**

The following conditions may occur during counseling:

  - (a) Allotted: The candidate is allotted the first choice. Admission offer letter issued. No further action.
  - (b) Allotted lower choice: If a candidate is allotted lower choice then he/she is automatically placed on the waitlist for the higher choices as per the Choice Form deposited. Admission letter issued for lower choice allotted.
  - (c) Not allotted any choice: Candidate is waitlisted for the choices (Pure-waitlist). No admission offer letter is issued. Admission will be offered on availability of vacancy and merit of candidate.

**4. Change of Program/Upgradation**

In the event of vacancies arising in the Programs / branches of his / her choice the Program of the study allotted to the candidate shall be upgraded automatically **unless he / she gives an option of freezing the allotted Program**, before the up gradation or registration in writing. His / Her request after up gradation for retaining the original Program allotted shall not be accepted. Those students, who opt to freeze their allotted Program during the counseling or anytime thereafter, shall not be considered for change any time in future. No Program shall be changed after the admission process is closed.

**5. Display of up-gradation status**

All candidates are advised to visit the website / counselling portal regularly for any up-gradation news which shall be visible on the candidates counselling portal.

**Registration & Commencement of Classes**

**All students will have to complete the registration process on Date of Registration. Classes will commence from Next day of Registration. No late registration is permitted. No Proxy registration is permitted.**

Academic calendar, Academic System, standing orders and curricula are available on the website. Candidates are required to report to the campus on the date of registration along with the required documents. Admission will be cancelled for candidate(s) who do not register on the scheduled date.

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